

## WISCONSIN'S HOMELESS MANAGEMENT INFORMATION SYSTEM GRANT COMPLIANCE

### GUIDELINES FOR 2006-2007 SUPPORTIVE HOUSING PROGRAM GRANTS

1. **Any client receiving assistance in a homeless prevention program emergency shelter program or transitional housing program that received funding must have their record of service recorded as follows:**
  - Emergency Shelter must be tracked in ShelterPoint.
  - Homeless prevention and supportive services must be tracked in Service Transactions.
  - Transitional Housing must be tracked with both an Entry/ Exit and with a Service Transaction of *Transitional Shelter*.

2. **Every client receiving money for supportive services or homeless prevention must have a *service transaction* documenting the service or prevention measure. A service transaction is defined as a “Need” and “Service Provided for Need Identified” in the Service Transaction module of ClientPoint.**

The list of service items that are to be used to track services are located in the chart on the following page.

*NOTE: In the past it was not mandatory to track the provision of the supportive services that were funded with ESG/ THP/ HPP funds. This year it will be. Any supportive service provided by this grant must be tracked in the HMIS.*

3. **Every Service Transaction must also contain the source of funding for that service. Depending the on source of funding, select:**
  - **ESG2007**
  - **THP2007**
  - **HPP2007**
  - **IBRETA2007.**
4. **Every client (including all members of households served) must have the following assessments filled out:**
  - ESG & HPP = HUD Universal Data Elements
  - THP = HUD Universal Data Elements, HUD 400118 and Wisconsin Exit

E-mail [sphelp@commerce.state.wi.gov](mailto:sphelp@commerce.state.wi.gov) with any questions, comments or concerns.

Every client receiving money for supportive services or homeless prevention must have a *service transaction* documenting the service or prevention measure. A service transaction is defined as a “Need” and “Service Provided for Need Identified” in the Service Transaction module of ClientPoint.

Only the service items on this list are allowed to be used. If you feel your service does not fit into one of these service item categories please contact [sphelp@commerce.state.wi.us](mailto:sphelp@commerce.state.wi.us).

The service items relevant to your agency should be put in your Service Quicklist on the Admin screen of Wisconsin ServicePoint.

**The list service items that are to be used to track services is as follows:**

SERVICES	AIRS	##	Service Description
Work related items	Work Clothing	BM-650.150-95	Programs that pay for or provide new or secondhand uniforms or other working clothes for individuals who are unable to obtain these items without assistance.
Utility payments	Utility Assistance	BR-900	Programs that provide financial assistance for people who are who are at risk for having their utilities shut off and who meet age, income, disability, need or other requirements; or which offer special services which support people's ability to make their payments.
Transportation	Bus Fare/Gas Money	BR-850.100	Programs that provide cash or tokens for individuals who are unable to use public trans, taxi service or their own auto for necessary local travel w/out asst. w/ the fare or gas.
AODA services	Substance Abuse Services	LX	Programs that provide preventive, diagnostic and inpatient, outpatient and residential treatment services as well as transitional support for people who have a physical and/or psychological dependency on one or a combination of addictive substances including tobacco, alcohol and/or other drugs; or whose use of these substances has impaired their physical or mental health or their personal, social or occupational functioning.
AODA services	Assessment for Substance Abuse	LX-040	Programs that administer tests which substantiate an individual's use of drugs or alcohol assess the risk factors for the person's involvement in substance abuse and/or determine whether the person has a clinical substance abuse disorder and the nature and the extent of the problem. Programs may formulate treatment recommendations and/or refer individuals to inpatient, outpatient or residential treatment services they need.
Protective Payee Program	Representative Payee Services	DD-500.700	Programs that arrange for public benefit checks (usually Social Security or SSI) to be sent to a public agency, nonprofit organization, bank, relative or other individual who has been appointed under federal law to act as a surrogate for recipients in situations where they have a cognitive impairment and are unable to manage their own funds.
Security Deposit	Rental Deposit Assistance	BR-300.725	Programs that provide cash grants or loans for people who are in the process of acquiring rental housing and who can handle the monthly rental payments, but who do not have the assets to pay the first month's rent, in some cases, the last month's rent, and the security deposits required to move in.
Rental Assistance	Rent Payment Assistance	BR-300.700	Programs that make rental payments for people who are at risk of eviction without assistance and who meet age, income, disability, need or other requirements.
Outreach	Outreach Programs	TJ-650.630	Organizations that make an effort to increase the availability and utilization of community services by specific target populations by providing direct services for targeted individuals in their homes or other convenient locations or by making special efforts to ensure that a particular group is aware of available services and encouraged to participate. Included are programs that do outreach regarding their own services as well as those which encourage a target population to use a wide variety of services.
Moving Expenses	Moving Expense Assistance	BR-550	Programs that make mortgage payments for people who are at risk of losing their homes without assistance and who meet age, income, disability, need or other requirements.
Motel Vouchers	Motel Vouchers	BH-180.850-53	Programs that provide homeless people with a temporary place to stay (usually one to three nights), generally utilizing a hotel or motel with which the referring agency has a prior agreement, but in some cases, temporary lodging selected by the individual.
Mortgage Assistance	Mortgage Payment Assistance	BR-300.500	Programs that provide cash grants for people who cannot make a necessary move without assistance and who meet age, income, disability, need or other requirements.
Mental Health services	Mental Health Care and Counseling	R	Programs that provide preventive, diagnostic and treatment services in a variety of community and hospital-based settings to help people to achieve, maintain and enhance a state of emotional well-being, personal empowerment and the skills to cope with everyday demands without excessive stress. Treatment may include emotional support, introspection and problem-solving assistance utilizing a variety of modalities and approaches, and medication, as needed, for individuals who range from the severely chronically mentally ill through those who are experiencing difficult life transitions or who are having problems in coping with daily living.
Medical/dental/ RX	Medical Expense Assistance	BR-500	Programs that pay the health care expenses of people who are unable to obtain necessary care without assistance and who meet age, income, disability, need or other requirements.

Medical/dental/ RX	Prescription Medical Services.	LH-670	Programs that provide access to low-cost or difficult to obtain prescript. Drugs or supportive services that help patients take their meds. As prescribed by their physician.
Mediation	Mediation	FP-070.500	Programs that provide a neutral third person who is acceptable to all parties to a dispute who facilitates discussion between the parties and aids them in making their own settlement decisions.
Food/meals	Meals	BD-500	Programs that provide supplementary nutrition, which may include hot meals, snacks or milk, for low-income, indigent or elderly individuals, low-income children and/or people with disabilities.
Food/meals	Formula/Baby Food	BD-180.820-25	Programs that supply infant formula, baby food in add. to other groceries.
Food/meals	Congregate Meals	BD-500.150	Programs providing hot meals on a regular basis for people who are elderly, adults w/ disabilities or other targeted pop. Who may be at risk for nutritional deficits w/out asst. and who can profit from opportunity to socialize w/ others. Congregate meals are often combined w/ recreational, educational and social activities.
Food/meals	Food Pantries	BD-180.200	Programs that acquire food through donations, canned food drives, food bank programs or direct purchase and distribute the food to people who are in emergency situations.
Food/meals	Occasional Emergency Food Assistance	BD-180.200-62	Food pantries that provide box or bag groceries one-time only or limited basis to people unable to self-provide food for self and/or their families. Programs included are ones that provide for one meal or series of meals and those providing a supplemental supply of groceries.
Food/meals	Home Delivered Meals	BD-500.350	Programs that prepare and deliver reg. meals to elderly and persons w/ disabilities who are unable to shop/prepare the food themselves or travel to a site where a meal is being served.
Life Skills Training	Life Skills Education	PH-620.460	Programs that offer training which focuses on the knowledge and skills an individual may need to live independently or make a successful transition to independent living. Participants may include runaway teens who are living on their own, teens who because of age can no longer be maintained in foster care, new widows, battered women and others who have lived in an environment in which decision making and responsibilities of daily living have been handled by another as well as people currently living independently who want to be more effective. Training may address job search and retention, money management, insurance, taxes, rental agreements, vehicle purchase, nutrition, home management, health care, legal emancipation for teens and other similar topics.
Legal Services/Advocacy	Legal Services	FT	Programs that provide assistance in the form of advocacy, arbitration, certificates/forms assistance, class action litigation, legal counseling, legal representation, mediation, paralegal counseling, self-representation assistance and/or court watching which focus on a particular area of law.
Employment/training	Job Training	ND-200.350	Programs that prepare people for specific types of employment opportunities by providing instruction or experience in utilizing the skills required for the performance of specific job-related tasks and the assumption of specific job-related responsibilities.
Housing Counseling	Housing Counseling	BH-370	Programs that make rental payments for people who are at risk of eviction without assistance and who meet age, income, disability, need or other requirements.
Household supplies	Household Goods	BM-300	Programs that pay for or supply new, reconditioned or secondhand furnishings for the homes or apartments of people who cannot afford to equip their residences at retail prices.
Foreclosure Assistance	Foreclosure Assistance	DD-500.180-20	Programs that provide information and guidance and/or legal representation for people who are unable to make their mortgage payments and are at risk of losing their homes through foreclosure. Also included are programs that provide mediation services to negotiate a compromise between the individual and the bank that holds their mortgage in order to avoid foreclosure.
Education training	Education	H	Programs that provide opportunities for people to acquire the knowledge, skills, desirable qualities of behavior and character, wisdom and general competence that will enable them to fully participate in and enjoy the social, political, economic and intellectual life of the community.
Budget Counseling	Economic Self Sufficiency Programs	PH-236.200	Programs that assist individuals achieve economic independence and long-term stability through an integrated group of services which may include education and job training, microenterprise development, mentoring services, life skills training, personal enrichment classes, counseling services, parenting skills development, legal assistance, housing assistance, child care and transportation assistance, information and referral and advocacy.

Child Care	Child Care	PH-160.150	Programs that provide substitute parental care for children during some portion of a twenty-four hour day. Services may include recreational and developmental activities and snacks and/or meals as appropriate.
Case Management Intake / Assessment	Case/Care Management	PH-100	Programs that develop plans for the evaluation, treatment and/or care of individuals who, because of age, illness, disability or other difficulties, need assistance in planning and arranging for services; which assess the individual's needs; coordinate the delivery of needed services; ensure that services are obtained in accordance with the case plan; and follow up and monitor progress to ensure that services are having a beneficial impact on the individual.
Auto Repair	Automobile Repairs	BM-700.050	Programs that pay for or provide maintenance and repair services for people whose automobiles, trucks, trailers or other motorized vehicles have mechanical problems, who are unable to pay for the service themselves and who would have no means of transportation without assistance. Also included are work experience programs that provide automobile repairs for the general public.

